

Spec. Code: 0185
Occ. Area: 02
Work Area: 211
Prob. Period: 6 mo.
Prom. Line: None
Effective Date: 04/24/96

BROADCASTING PROGRAM ASSISTANT

Function of Job

Under general supervision of a designated supervisor, to assist in the program management of a radio broadcasting station.

Characteristic Duties and Responsibilities

1. determines need for and availability of specific radio program materials within the station facilities
2. arranges for purchase, rental, or loan of radio materials as necessary
3. maintains records of receipt, condition, and return of commercial program materials (such as discs and tapes)
4. maintains operating records of the radio station in accordance with FCC and local requirements
5. researches subject matter topics for on-the-air discussions; participates in on-the-air discussions as required
6. assists in the composition of program scripts
7. assists in the announcing of programs
8. assists in the production of programs
9. assists in the operation of broadcasting equipment of limited complexity (such as tape recorders and disc players)
10. supervises subordinate employees as required
11. performs other related duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. Bachelor's degree with at least a minor in any area of communications

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. clear speaking voice with good diction